

## CITY OF LINCOLN

### SENIOR AIRPORT MAINTENANCE WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, leads, oversees, reviews and performs work activities and duties assigned to the airport maintenance staff; assumes responsibility for the more difficult and complex tasks; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Airport Maintenance Worker** is the advanced journey level and/or lead class responsible for maintenance of airport grounds, structures, electrical systems and weather systems. This classification is distinguished from the next lower classification of Airport Maintenance Worker II by the difficulty and complexity of assignments, and the performance of lead responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Director of Public Works/City Engineer or his/her designee. Exercises direct and indirect supervision over assigned staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Leads, oversees, reviews and performs the work of staff responsible for maintenance, repair, construction, installation and operational activities at the airport; develops and implements staff assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance, repair or operational activities; reviews work performed and work quality; participates in the evaluation of assigned personnel.
- Oversees and participates in the maintenance of runways and taxiways; monitors and replaces taxiway lights and maintains beacon; calibrates visual slope indicator lights; monitors and maintains automated weather observation equipment; assumes responsibility for airport closures.
- Oversees and participates in the operation of aircraft refueling trucks; orders fuel and monitors fuel farm; test aircraft fuel samples; maintains monthly and daily records of fuel operations; maintains self serve fueling system; conducts end of month fuel inventory.
- Performs emergency repairs to airport runways and facilities; maintains a variety of records including logs of daily activities and employee time cards; orders and maintains supplies for airport operations; performs general electrical, plumbing, carpentry and painting work as needed.
- Supervises and participate in the operation and maintenance of equipment and/or machinery

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including trucks, fueling vehicles, power tools and grounds maintenance equipment; provides training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to higher level staff.

- Staffs the airport office; responds to the more difficult questions and concerns from the general public and airport customers; provides information as is appropriate and resolves public service complaints.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of projects; acquires necessary resources as is appropriate; assists in the development of budgets in the areas of assignment; assists in the development of work plans, procedures and schedules; responds to after hours call-outs if assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning or lubricating chemicals and aviation fuel, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Airport Maintenance Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in the maintenance of grounds and facilities, and a high school diploma or equivalent.

#### **License/Certificate:**

Possession of, or ability to obtain a valid class B California driver's license, with hazardous materials endorsement.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Practices, techniques and materials used in maintenance, construction and repair of airport facilities; operating characteristics and safety requirements for operation of trucks, fueling vehicles and related airport maintenance and operational equipment; operating characteristics and safety requirements for operation of trucks, refuse vehicles and other heavy and light equipment; improve effectiveness and comply with regulatory changes as appropriate; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; defensive driving; proper lifting procedures; methods and techniques for record keeping; basic principles of mathematics; occupational hazards and standard safety procedures.

**Ability to:**

Plan, organize and direct the work of subordinate staff; perform maintenance, repair and installation of airport structures and grounds; calculate fuel usage and forecast need; operate hand and power tools competently and safely; perform heavy manual labor for extended periods of time; work at substantial heights; work independently; keep records and logs; make adjustments to standard operating procedures as is appropriate; drive and operate a variety of trucks and heavy equipment; respond to issues and concerns from the community and airport customers; respond to after hours call-outs if assigned; make adjustments and/or recommendations to standard operating procedures to improve effectiveness and comply with regulatory changes, as appropriate; keep accurate records; perform mathematical calculations quickly and accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications. Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.